

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 17-24

September 15, 2017

TO: Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Beth Tursell, Associate to the General Counsel /s/

SUBJECT: Posting for FY 2018 Administrative Professional Exchange Program

Article 11 of the Collective-Bargaining Agreement (Agreement) between the General Counsel and the National Labor Relations Board Union covering field office professionals and administrative professionals and administrative professionals in the Office of the General Counsel provides that a minimum of 11 Washington exchange assignments will be offered to field office administrative professionals during each fiscal year of the Agreement, subject to budgetary and staffing considerations. The purpose of the Administrative Professional Exchange Program is to further the experience of field office administrative professional employees in all facets of the Agency's activities. The goal of the program is to train employees in the overall mission of the Agency and to provide career development.

Pursuant to Article 11 of the Agreement, details of approximately two (2) weeks in duration will be offered to 11 qualified field office administrative professional employees during FY 2018 (which begins on October 1, 2017) subject to budgetary and staffing considerations. The eligibility requirements are set forth in Article 11, Section 2(b)(2) of the Agreement. To be eligible for an Administrative Professional Exchange Program assignment, an employee must:

- (A) Have served with the Agency a minimum of 30 months;
- (B) Be at least a GS-5 employee; and
- (C) Have performance ratings of at least "Fully Successful" in all critical elements as reflected by his or her last appraisal which resulted in rating of record.

Note that Article 11, Section 5(b) of the Agreement provides that employees may participate in the Exchange Program no more frequently than once every 5 years.

All requests must provide:

- 1) The employee's name, position, grade, and office;
- 2) The employee's entry-on-duty date with the Agency; and
- 3) Information regarding prior Administrative Professional Exchange Program assignments, including the specific dates.

Employees applying for the program also should specify whether they would prefer a one-week session or a two-week session.

Please submit requests to this office by e-mail, to Victoria Wallace, Administrative Assistant to the Associate General Counsel, victoria.wallace@nrlrb.gov no later than no later than November 1, 2017.

Distribution:

All Administrative Professional Employees
Victoria Wallace, Administrative
Assistant NLRBU

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